

## On the Job Phases

On the Job phases are essential to becoming an Effective Adult Leader in Scouting. They are skills you learn in your local scouting environment, guided by your Team Leader or other training mentor (such as Group Leader or District Leader).

They are located in the Scouts NSW online training portal at [training.scouts.com.au](http://training.scouts.com.au) and can be accessed via the link on the main page – Highlighted below:



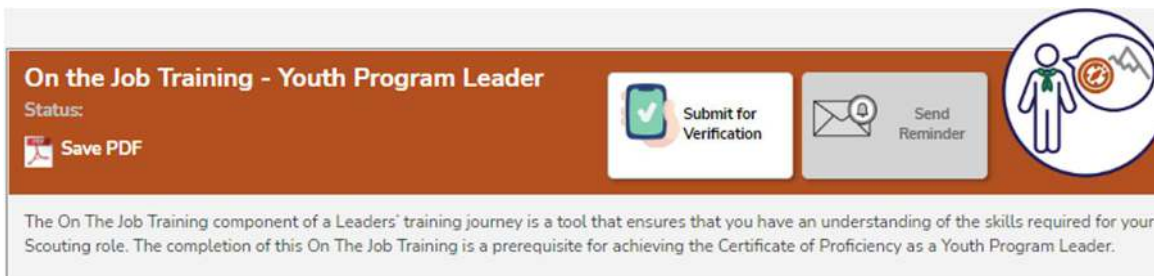
## What On the Job Training do I need to do?

### On the Job – Youth Program Leader Pathway - Phase 1

If you are training to be a:

- Joey Scout Leader,
- Cub Scout Leader,
- Scout Leader,
- Venturer Scout Leader, or
- a Rover Scout (For personal Development)

you will need to complete the On the Job – Youth Program Leader training (Orange Section) **ONLY**.



**On the Job Training - Youth Program Leader**

Status:

Save PDF

Submit for Verification

Send Reminder

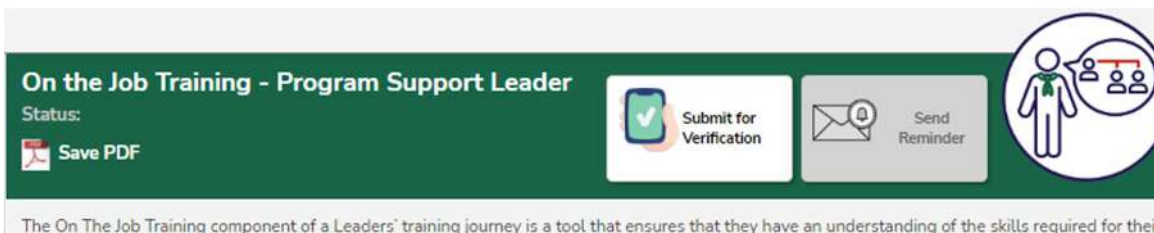
The On The Job Training component of a Leaders' training journey is a tool that ensures that you have an understanding of the skills required for your Scouting role. The completion of this On The Job Training is a prerequisite for achieving the Certificate of Proficiency as a Youth Program Leader.

### On the Job – Program Support Leader – Phase 1

If you are training to be a:

- Leader of Adults,
- Rover Scout Unit Leader, or a
- Rover Advisor,

you will need to complete the On the Job – Program Support Leader training (Green section) **ONLY**.



**On the Job Training - Program Support Leader**

Status:

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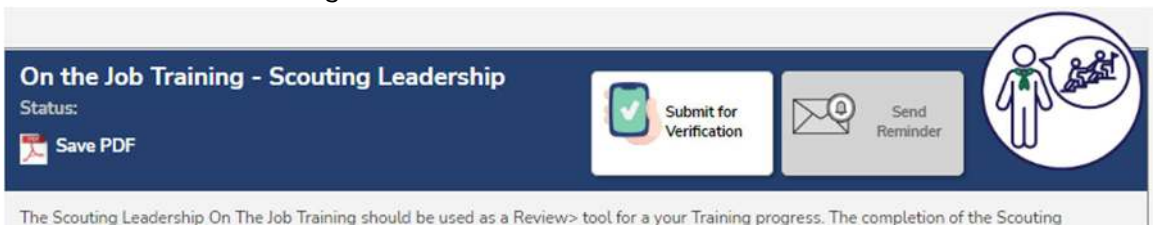
Submit for Verification

Send Reminder

The On The Job Training component of a Leaders' training journey is a tool that ensures that they have an understanding of the skills required for their

### On the Job – Scouting Leadership – Phase 2

All Leaders need to complete the On The Job Training – Scouting Leadership (Blue Section) **ONLY** for their Wood Badge to be awarded.



**On the Job Training - Scouting Leadership**

Status:

Save PDF

Submit for Verification

Send Reminder

The Scouting Leadership On The Job Training should be used as a Review> tool for a your Training progress. The completion of the Scouting

## What do you need to do?

In each section, there are “I” statements that need to be ticked off and a note made against it. Select the checkbox next to each statement and make a remark with some notes on what you have done to complete this item. These notes will be available to your Team Leader during the phase verification.

### Personal Development

In this section you will gain a clearer understanding of the your right receive support, guidance and access to documentation to assist you

 I understand what is expected of me in my Scouting role

I understand and acknowledge that I will support and guide

Once all the “I” Statements have been completed, you will be able to submit your On the Job Phase for verification.

Before submitting make sure to review the details for the team leader the verification will be sent to. If these are correct, go ahead and submit.

If not, you can request a change of Team Leader using the appropriate buttons at the top of the On the Job Phase screen.

**Need a manually selected Team Leader?**

Team Leaders are normally derived from the organisation hierarchy, but sometimes there are reasons that a different Team Leader is better equipped to support your training.

Members with multiple appointments may also find that the wrong person has been selected as their Team Leader.



## Do I need to do all 3 On The Job's?

No. Most people will only complete 2 during their Scouting Career - On The Job Youth Program Leader or Program Support Leader to receive their Certificate of Proficiency and On The Job Scouting Leadership to receive their Wood Badge.

If at any time you move from a Youth Program Leader role to Program Support Leader role or vice versa you will need to complete all On the Job, On Demand and Practical Training that you have not yet done in the other Training Pathway.

## Who Verifies my On the Job Training?

Training component	Who verifies your completion?	The details	What happens next?
<b>On the Job Youth Program Leader</b>	Your Team Leader	Individual skills can be verified by adult members who are proficient in the skill, under the supervision of your Team Leader. Once completed this is submitted to your Team Leader for verification via the On Demand Training platform. <b>Please be aware that your Team Leader must hold a Certificate of Proficiency themselves to verify this. If they don't then a new Team Leader needs to be appointed to you.</b>	If this is the last step in Phase 1 of your training pathway you will receive a Certificate of Proficiency Youth Program Leader. Once you have received this certificate you can submit your A3 Transfer form to your Region Office for signature.
<b>On the Job Program Support Leader</b>	Your Team Leader	Individual skills can be verified by adult members who are proficient in the skill, under the supervision of your Team Leader. Once completed this is submitted to your Team Leader for verification via the On Demand Training platform. <b>Please be aware that your Team Leader must hold a Certificate of Proficiency themselves to verify this. If they don't then a new Team Leader needs to be appointed to you</b>	If this is the last step in Phase 1 of your training pathway you will receive a Certificate of Proficiency Program Support Leader. Once you have received this certificate you can submit your A3 Transfer form to your Region Office for signature.
<b>On the Job Scouting Leadership</b>	Your Next Level Up Team Leader	Individual skills can be verified by adult members who are proficient in the skill, under the supervision of your Team Leader. Once completed this is submitted to your Next Level Up Team Leader for verification via the On Demand Training platform. <b>Please be aware that your Next Level Up Team Leader must hold a Wood Badge themselves to verify this. If they don't then a new Next Level Up Team Leader needs to be appointed to you.</b>	This is the last step in Phase 2 of your training pathway and should be submitted once your project is completed and we can award your Wood Badge.

## I'm a Team Leader or Next-level-up Team Leader – What do I need to do?

You should receive an email when a learner in your team completes an OTJ Phase.



Upon receipt of this email, simply click on the "Review Completed Phase" button in the email.



It will take you to training.scouts.com.au, then simply log in, and you will see which area you need to Approve or Reject (with a suitable guidance note for the learner).



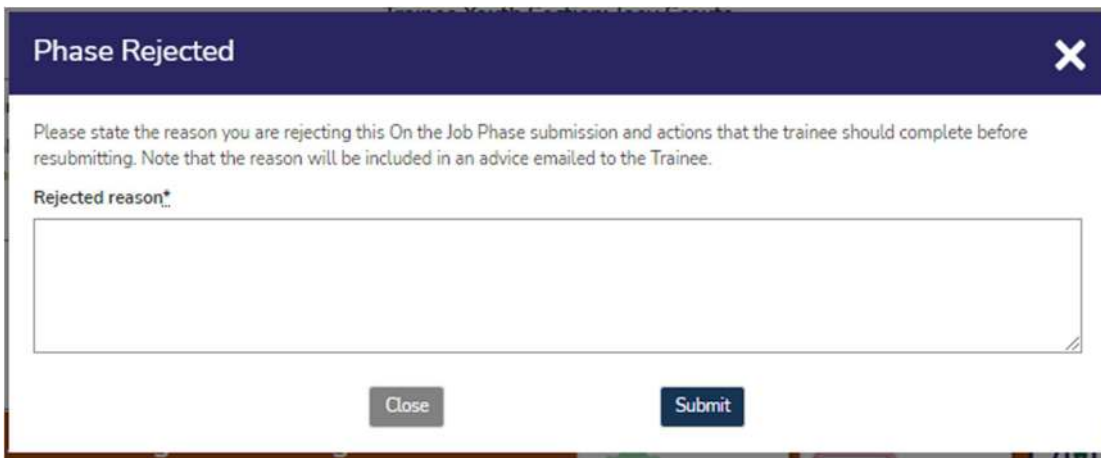
Before verifying, check the member details at the top of the screen to ensure you are the correct Team Leader or Next-Level-Up Team Leader for the trainee.  
(If you do not think you are the correct Team Leader, you can request to have this changed by clicking on the I am not the Team Leader button and following the prompts.)



To verify an On the Job Phase, carefully read through each I statement and remark, ensuring the remark has given enough detail on how the trainee believes they have achieved this I Statement.

Once you have completed this, you can mark the phase as Approved or Rejected.

If you mark the phase as Rejected, you will be required to provide a reason which will be sent to the trainee. The trainee will then need to review your remarks and resubmit the phase for verification.

A screenshot of a "Phase Rejected" dialog box. The title bar is dark blue with a white "X" close button. The main content area has a white background and contains the text: "Please state the reason you are rejecting this On the Job Phase submission and actions that the trainee should complete before resubmitting. Note that the reason will be included in an advice emailed to the Trainee." Below this is a label "Rejected reason\*" and a large empty text input field. At the bottom, there are two buttons: "Close" and "Submit".

We ask that you verify or reject within 14 days. That will certainly alleviate any reminder emails arriving in your inbox.

# Which pathway do I do and where does On The Job sit?

## If you are training to be a:

- Joey Scout Leader,
- Cub Scout Leader,
- Scout Leader,
- Venturer Scout Leader, or
- are a Rover Scout (For personal Development)

## If you are training to be a:

- Leader of Adults,
- Rover Scout Unit Leader, or a
- Rover Advisor

